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Cap. 1

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Administration  
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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 1

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Special Commodities Branch Numbered Memorandum Series

Beginning immediately, communications within this branch regarding policy, procedure, designations and assignment of duties will be issued in the form of numbered memoranda.

It is desirable that each division and section maintain a file of these memoranda in order that it may be referred to from time to time as the need arises. Revisions and supplements to numbered memoranda as they are required will be identified with the numbered memorandum being revised or supplemented.

Responsibility for issuing approved memoranda is assigned to the Program Development Division. Questions pertaining to this subject should be directed to Mr. W. B. Callan - Extension 2439.

*H. C. Albin*

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